

**MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION
7 PM**

AUGUST 11, 2020

ATTENDING: Mayor David Cleveland
Mayor Pro Tem Pam Jack
Council Members: Bruce Barton, James Record, Jeremy Russell and Joe Scaldara
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett
Attorney: Ken Swain

CALL TO ORDER: Mayor David Cleveland called the August 11, 2020 Regular Session Council meeting to order.

INVOCATION: Joe Scaldara gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor David Cleveland led the Pledge of Allegiance.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF MINUTES: James Record made the motion to approve the July 14, 2020 Regular Session Council Minutes as presented. Joe Scaldara seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: Pam Jack made the motion to adopt the August 11, 2020 Council Meeting Agenda as presented. Bruce Barton seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Austin shared that there were 114 calls for service and 297 self-initiated calls in July. There were 17 alarm calls and 39 traffic stops. Deputy Austin has made contact with the two adult females parking on Creft Circle by Veterans Pond. They like to come and watch the ducks and walk their dogs.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that July is the first month of the new fiscal year. Expenditures in July include the quarterly fee for the deputies, dues and insurance.

	<u>Jul 20</u>	<u>Budget</u>	<u>% of Budget</u>
General Fund			
Income			
Property Taxes			
Ad valorem current year	0.00	595,657.00	0.0%
Utility ad valorem	0.00	6,563.00	0.0%
Motor vehicle tax	0.00	87,921.00	0.0%
Ad valorem prior years	7.70	500.00	1.54%
Penalties and interest	0.30	1,000.00	0.03%
Total Property Taxes	<u>8.00</u>	<u>691,641.00</u>	<u>0.0%</u>
Other Taxes			
Stormwater Fees- current year	0.00	62,137.00	0.0%
Stormwater fees - prior years	0.00	45.00	0.0%
Total Other Taxes	<u>0.00</u>	<u>62,182.00</u>	<u>0.0%</u>
State Shared Revenues			
Alcoholic Beverage Tax	0.00	15,900.00	0.0%
Sales and use tax	0.00	200,000.00	0.0%
Telecom. Sales Tax	0.00	1,280.00	0.0%
Elec. Sales Tax	0.00	93,435.00	0.0%
Video Prog. Sales Tax	0.00	18,970.00	0.0%
Piped Gas Sales Tax	0.00	11,921.00	0.0%
Solid Waste Disposal Tax	0.00	2,511.00	0.0%
Total State Shared Revenues	<u>0.00</u>	<u>344,017.00</u>	<u>0.0%</u>
Parks & Recreation Revenue			
Program Fees-Fishing Licenses	181.00	1,500.00	12.07%
Facility Rentals	0.00	1,500.00	0.0%
Daily swim fees	4,900.00	6,000.00	81.67%
Season pass pool fees	685.00	25,000.00	2.74%
Total Parks & Recreation Revenue	<u>5,766.00</u>	<u>34,000.00</u>	<u>16.96%</u>
Other revenues			
Zoning Permits	150.00	1,000.00	15.0%
Approp. Fund Balance	0.00	47,711.00	0.0%
Civil Penalties	50.00	300.00	16.67%
Investment revenue	2,010.02	4,000.00	50.25%
Miscellaneous	60.00	3,000.00	2.0%
Total Other revenues	<u>2,270.02</u>	<u>56,011.00</u>	<u>4.05%</u>
Total Income	<u>8,044.02</u>	<u>1,187,851.00</u>	<u>0.68%</u>
Gross Profit	<u>8,044.02</u>	<u>1,187,851.00</u>	<u>0.68%</u>
Expense			
General Government			
Other Expenditures			

Contingency	0.00	10,000.00	0.0%
Stormwater Expense			
Advertising	0.00	100.00	0.0%
Dues and Permits	750.00	750.00	100.0%
Prof. Fees - Engineering	1,583.75	18,000.00	8.8%
Repairs & Maint. Services	0.00	43,332.00	0.0%
Total Stormwater Expense	<u>2,333.75</u>	<u>62,182.00</u>	<u>3.75%</u>
Total Other Expenditures	2,333.75	72,182.00	3.23%
Planning and Zoning			
Zoning Admin. Services	1,166.66	14,000.00	8.33%
Consulting Fees	0.00	13,500.00	0.0%
Supplies	9.00	150.00	6.0%
Training	0.00	500.00	0.0%
Total Planning and Zoning	1,175.66	28,150.00	4.18%
Gen. Govt. Personal Services			
Adm Assistant	1,605.00	14,000.00	11.46%
Clerk/Tax Collector	6,139.16	73,670.00	8.33%
Council	0.00	12,806.00	0.0%
Finance Officer	1,622.00	19,464.00	8.33%
Mayor	0.00	5,253.00	0.0%
Payroll Expenses	805.76	10,648.00	7.57%
Total Gen. Govt. Personal Services	10,171.92	135,841.00	7.49%
Professional Fees			
Auditing Services	0.00	4,620.00	0.0%
Legal Services	0.00	18,000.00	0.0%
Total Professional Fees	0.00	22,620.00	0.0%
Supplies and Materials			
Office	62.34	7,500.00	0.83%
Total Supplies and Materials	62.34	7,500.00	0.83%
Services			
Communications/Newsletter	110.00	3,500.00	3.14%
Advertising	0.00	400.00	0.0%
Membership and dues	5,306.77	5,310.00	99.94%
Bank charges	136.34	680.00	20.05%
Insurance/bonds	9,761.98	9,730.00	100.33%
Miscellaneous oper. exp.	0.00	500.00	0.0%
Website/flyers	0.00	1,400.00	0.0%
Postage	13.90	700.00	1.99%
Property Tax	0.00	300.00	0.0%
Tax collection	0.00	2,400.00	0.0%
Telephone	975.35	6,200.00	15.73%
Training	0.00	600.00	0.0%

Travel	23.02	1,000.00	2.3%
Total Services	16,327.36	32,720.00	49.9%
Capital Outlay			
Sidewalk repairs	0.00	10,000.00	0.0%
Total Capital Outlay	0.00	10,000.00	0.0%
Total General Government	30,071.03	309,013.00	9.73%
Parks & Recreation			
Parks/Rec. Supplies & Materials			
Flags	0.00	2,000.00	0.0%
Janitorial /Cleaning Supplies	0.00	250.00	0.0%
Food/Provisions - events	320.00	3,000.00	10.67%
Pool Supplies	0.00	2,600.00	0.0%
Total Parks/Rec. Supplies & Materials	320.00	7,850.00	4.08%
Parks/Rec Services			
Pool management fee	8,894.00	46,000.00	19.34%
Pool Operations	0.00	6,100.00	0.0%
Comm. center maintenance	392.00	8,150.00	4.81%
Seasonal Decorations	0.00	15,000.00	0.0%
Events Services	0.00	1,750.00	0.0%
Water/Sewer	365.39	7,000.00	5.22%
Natural Gas	31.24	750.00	4.17%
Total Parks/Rec Services	9,682.63	84,750.00	11.43%
Maintenance of Common Areas			
Landscaping	12,967.96	155,616.00	8.33%
Park maintenance	1,918.98	57,200.00	3.36%
Pond maintenance	1,381.50	19,600.00	7.05%
Electric Maintenance	0.00	8,500.00	0.0%
Repairs of Common Areas	0.00	2,000.00	0.0%
Total Maintenance of Common Areas	16,268.44	242,916.00	6.7%
Parks/Rec Capital Outlay			
Two Welcome Signs	0.00		
Reserve for Tennis Court	0.00	10,000.00	0.0%
Reserve for Playground	0.00	5,000.00	0.0%
Pool Lighting	0.00	0.00	0.0%
Benches, Tables etc.	0.00	2,000.00	0.0%
Total Parks/Rec Capital Outlay	0.00	17,000.00	0.0%
Total Parks & Recreation	26,271.07	352,516.00	7.45%
Public Services/Safety			
Electric bills	9,146.60	116,800.00	7.83%
Street Signs	138.00	7,500.00	1.84%
Waste Collection	0.00	199,740.00	0.0%
Law enforcement	50,570.49	202,282.00	25.0%

Total Public Services/Safety	59,855.09	526,322.00	11.37%
Total Expense	116,197.19	1,187,851.00	9.78%
Net Ordinary Income	108,153.17	0.00	100.0%
Powell Bill			
PB Income			
Interest - Powell Funds	0.00	1,000.00	0.0%
Powell Bill Revenue	0.00	90,270.00	0.0%
Total Other Income	0.00	91,270.00	0.0%
PBr Expense			
Street Exp. - Powell Bill	368.05	91,270.00	0.4%
Total Other Expense	368.05	91,270.00	0.4%
Net Powell Bill	-368.05	0.00	100.0%
Net Excess of Rev. over Exp.	108,521.22	0.00	100.0%

OFFICE STAFFING: Mayor David Cleveland shared that the municipal office has been extremely busy since March. Cheri Clark has requested that Angie Figiel be approved to work four mornings a week which will increase her hours from 9 to 12 hours a week. Since the Village is not currently hosting events due to COVID 19, the extra hours should have a minimal impact on the budget. Bruce Barton made a motion to approve adding three more hours a week. James Record seconded the motion. Vote – Unanimous.

PARKS AND RECREATION: Mayor David Cleveland shared that the AED has been installed in the Community Center by the back door. P&R approved the repairs to the Community Center ceiling and doors due to water damage and the kiosk door panels are being replaced with tempered glass. The area between the pool and tennis courts is being mulched by Lucas - \$805.

Union County Environmental Health approved the pool lights for night swimming. P&R approved extending Friday and Saturday pool hours until 10 pm the rest of the season. Mayor David Cleveland shared that there is \$940 that did not get billed on the pool lighting project before the end of the fiscal year. Joe Scaldara made a motion to establish a line item in the Budget for Capital Outlay – Pool Lighting. Pam Jack seconded the motion. Vote – Unanimous. James Record made a motion to transfer \$940 to the Capital Outlay – Pool Lighting line item from Contingency. Joe Scaldara seconded the motion. Vote – Unanimous.

Due to recent storm damage which caused several large trees to fall, approval is needed in the amount of \$1,350 for Kiker Tree Service. James Record made a motion to approve the removal of the trees for \$1,350. Bruce Barton seconded the motion. Vote – Unanimous.

The Big Red Bus Bloodmobile on July 12th was a huge success. Forty nine pints of blood were collected. The Red Cross will be holding a blood drive at the Community Center on September 12th.

PLANNING BOARD: Cheri Clark shared that Planning Board is recommending that the Village of Lake Park enter into a contract with Benchmark to develop the Comprehensive Plan for \$20,000. Attorney Ken Swain has reviewed the contract. The cost of the plan would be funded over a two year period. Every municipality must implement a Comprehensive Plan in order to enforce their planning and zoning. James Record made a motion to approve the Benchmark contract for the Comprehensive Plan. Pam Jack seconded the motion. Vote – Unanimous.

STORMWATER: Cheri Clark shared that the Lake Charles Shore Restoration project has been completed. During the heavy rains on July 18th, the storm drain on Mayhurst flooded. Eagle Engineering ran a camera from the storm drain all the way to Chvrchill Pond and found no blockage in the pipelines.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Bruce Barton shared that the Streets and Alley Survey has been completed. Last month, Council was asked to review the overgrown trees at the corner of Mother Teresa and Courtland. It is the responsibility of the Village under NCGS 160A-296(a) to keep public streets, sidewalks, alleys, and bridges open for travel and free from unnecessary obstructions. Several years ago, the Village spoke with the homeowner concerning the trees. The trees are now over 30 feet tall and completely block the sidewalk. Bruce Barton plans to meet with the homeowner and request the trimming and or removal of the trees. The Council decided to make one further attempt to request that the property owners prune the trees. If there is no success to this attempt, the Village will consider alternatives including having the trees removed and seeking reimbursement of all allowable costs. Upon request, Attorney Ken Swain will work with Bruce Barton, Joe Scaldara and staff to draft the correspondence.

James Record shared that there is an excessive amount of trash around the ponds and requested that P&R add an email field on the Fishing Permit so that the Village can do target emails to fishermen.

Joe Scaldara shared that the lighting around the Obelisk and Kite Girl Monument have new photo cells.

COMMUNICATION INFORMATION: Mayor David Cleveland shared that there has been some Council interest in pursuing on-line streaming of our Council and Commission meetings once we start meeting in chambers. Consideration for on-line streaming includes the interest and benefit to the community and the cost of equipment. Moving forward, Council decided to meet in person in the Rental Room due to social distancing.

Pam Jack shared items to be included in the September newsletter: Census, Tax Bills, Tree Maintenance, House Numbers and Sidewalks.

COUNCIL COMMENTS: There were no Council Comments.

ADJOURN: James Record made the motion to adjourn. Bruce Barton seconded the motion. Vote – Unanimous.

Respectfully submitted,


Mayor David Cleveland


Village Administrator, Cheri Clark

